Reserving Your UTSA Orientation Program – Summer 2015
Step-by-Step Guide

Things You Will Need:
✓ Computer with Internet Access and a Printer
✓ Your myUTSA ID (abc123) & Passphrase
✓ Your Personal Calendar (optional-to choose the right orientation date for you)

Note: no pre-payment is required at the time of registration for Summer 2015 students, the
orientation fee will be placed on to your Summer tuition and fees bill. Screens listed below
may vary from student to student.

(as of 03/09/15)

Registering for Your UTSA Orientation Program Online:
• Go to UTSA.edu/Orientation
  o Find your orientation section (by semester) and read more about your orientation program
• Go to UTSA.edu
  o From UTSA’s homepage, find the navigation buttons located at the top right of your screen, hover over ‘myUTSA’, a dropdown
    menu will appear, select ‘ASAP’
  o ASAP Homepage: Login to ASAP using your myUTSA ID (abc123) & Passphrase (please review your acceptance materials for this
    information)
• Initial Screen(s) When You Login to ASAP
  o You may see different screens at this point (set your e-mail, sign-up for emergency response, Meningitis FYI, etc.) complete
    those tasks so that you can access the ‘Main Menu’ screen
  o From the ‘Main Menu’ - Click ‘New Undergraduate Student Orientation’
• Change Your Major Option
  o Read this entire disclaimer; either change your major or continue on in registering for orientation
  o Note: Some majors require pre-approval or qualifying scores; some students may not be able to register for orientation until
    their records have been reviewed; this option is only available before you make your reservation
• Orientation Disclaimer Screen
  o Read this entire disclaimer & agree to terms at bottom
• Enter Your E-mail (note: your confirmation packet will not be emailed to you, it is available at the end of the reservation process)
• Required Testing Status & Meningitis Status Screen
  o All items in this section are very important and can affect your ability to register at orientation
    ▪ Lists your current major & the academic advising center you would report to
    ▪ Provides you with your Testing status – TSI Exams & Placement Testing (very important – read yours)
    ▪ Provides you with your Meningitis Hold status (very important – read yours)
• Student Orientation - Roadrunner Roundup - Select Program Date
  o Select your new student orientation program date
  o Do you have any special needs? Email orientation@utsa.edu with details at least two weeks prior
• Family Orientation Program
  o Are You Bringing Family? Yes or No? (optional / additional fee(s) will be added to your student account)
  o Select a date (highlighted is the date that matches your program date)
  o Add Guest(s) Name(s) – as they should appear on nametags / Guests with Special Needs? Email orientation@utsa.edu with
    details
• Review Final Information & Balances
• Confirmation Letter
  o Review and “Print” Confirmation Letter with the Parking Permit (one for you and one for each guest)
  o Click ‘Map’ link and “Print” Campus Map with Directions (to find orientation check-in)
  o Exit Confirmation Letter
• Reminders & FYI’s
  o FYI - You can log back in to make updates to your program (change program date, change guests)
  o Review the cancelation policy on your confirmation letter – cancelations must happen at least 10 business days prior to the
    orientation date you registered for, you must log back in to ASAP to cancel on your own.
  o Carefully read the ‘Required Items’ section of our website: UTSA.edu/Orientation - Students are required to complete several
    items prior to attending new student orientation. Note that failure to complete some items will result in your inability to
    register for classes.
  o Complete testing prior to orientation (important)
• Exit ASAP
• 48 Hours Prior – Reminder
  o Log back in to confirm your program and re-print a new copy of your confirmation letter (things may be updated)